

Performance & Development Solutions (PDS) Foundations of Leadership Series (FLS)

(PLEASE PRINT)

Name: _____
Last First MI

Department: _____ Work Location: _____

E-Mail: _____ Work Phone: _____

Completion of the PDS Foundations of Leadership Series (FLS) Certificate requires completion of all the courses listed below. Participants have three years from the enrollment confirmation date to complete the program. Core courses taken six months prior to the enrollment confirmation date can be counted toward completion of the certificate.

Record Of Completion

<u>Courses</u>	<u>Course Number</u>	<u>Date Taken</u>	<u>Courses</u>	<u>Course Number</u>	<u>Date Taken</u>
Advanced Principles of Communication Part 1 Authenticity	AU 001	_____	From Interview to Hire	NC 301	_____
Advanced Principles of Communication Part 2 Coaching	AU 002	_____	Fundamentals of Supervision	NC 151	_____
Americans with Disabilities Act	NC 123	_____	Investigating Employee Misconduct	NC 118	_____
Creating a Violence Free Workplace	SC 236	_____	Performance Evaluation	NC 401	_____
Dimensions of Leadership	GI 230	_____	Preventing Sexual Harassment for Supervisors	NC 119	_____
Discipline, Grievances and the Contract	NC 901	_____	Shaping Effective and Engaged Teams	ET 001	_____
Diversity Training for Managers/Supervisors	GI 400	_____	Substance Abuse Policy	SA 001	_____
Equal Employment Opportunity/Affirmative Action	NC 202	_____			
Ethics of Leadership and Influence	LI 001	_____			
Family Medical Leave Act	NC 122	_____			

The following signatures indicate awareness of this application and support for completion of this certificate program within three (3) years.

Employee Signature _____ Date _____ Department Director Signature _____ Date _____

Supervisor Signature _____ Date _____ Training Liaison Signature (State Employee Only) _____ Date _____

Please return the completed form to:

State Employees: Your agency's Training Liaison

Non-State Employees: PDS Training, DAS-HRE, Fax: (515) 242-5070, Phone: (515) 281-5456

For PDS Use Only:

Confirmed: _____ Courses Valid Since: _____ Completion Date By: _____

Certificate Sent: _____